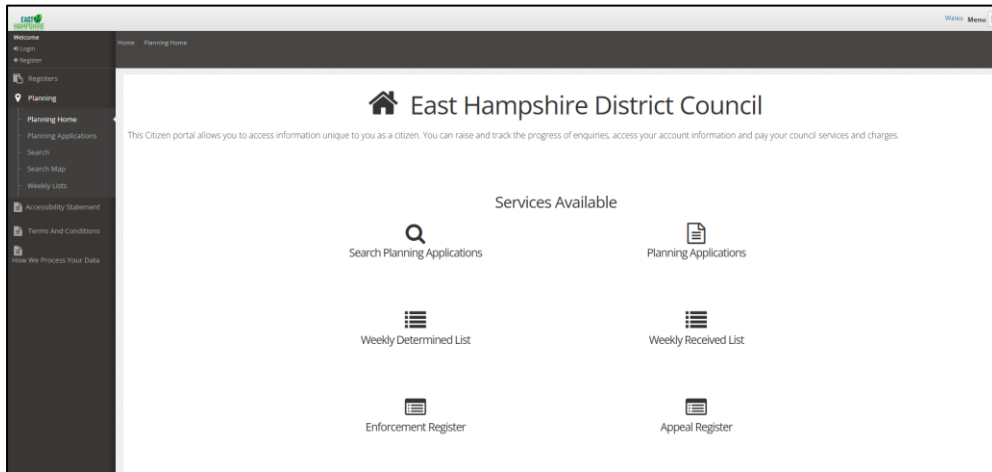| Paper for	Holybourne Village Association
Purpose	To provide a "how to guide" to the East Hants District Council Planning portal for Holybourne residents
Date	April 2025
Author	Helen Walters

East Hampshire District Council (EHDC) is the part of local government that makes the decision on planning issues in Holybourne.
Anyone can look at the details of any planning applications submitted to EHDC.
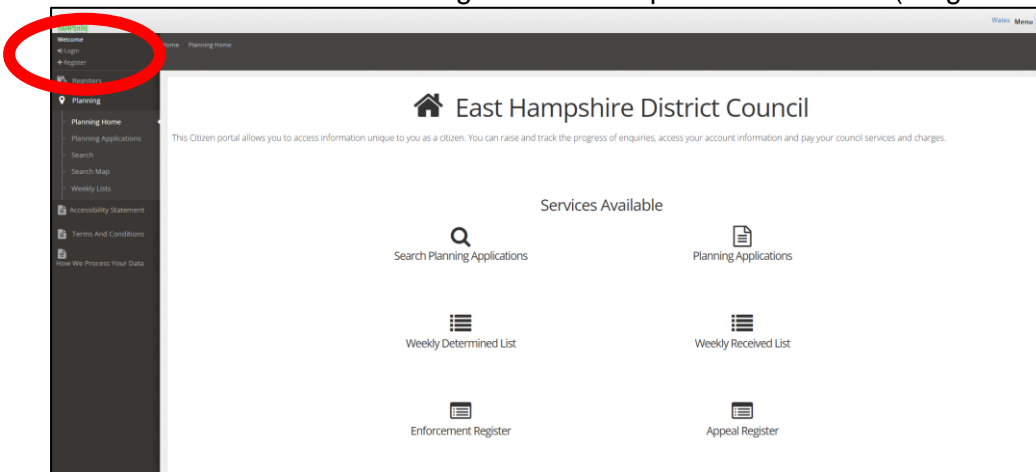Anyone can comment on any planning application that is submitted to EHDC.

In order to see and comment on any planning application you need to register on the EHDC Planning Portal. Below is a guide to do that.
………………………………………………………………..

To access the EHDC Planning portal click on this link:
https://publicaccess.easthants.gov.uk/planning/index.html

Your screen should look like this.

You need to Register.
To do this click on the word "Register" in the top left hand corner. (rung in red below)
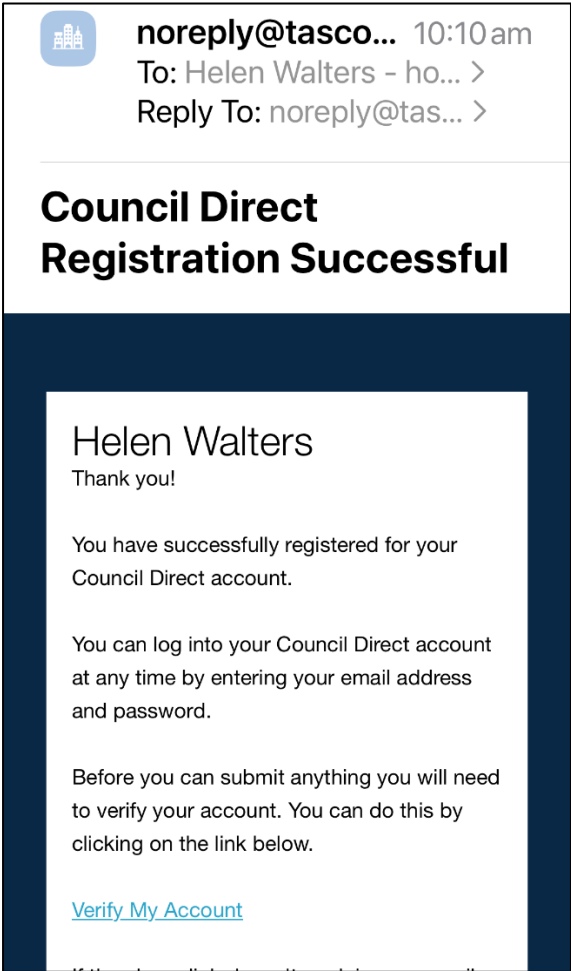

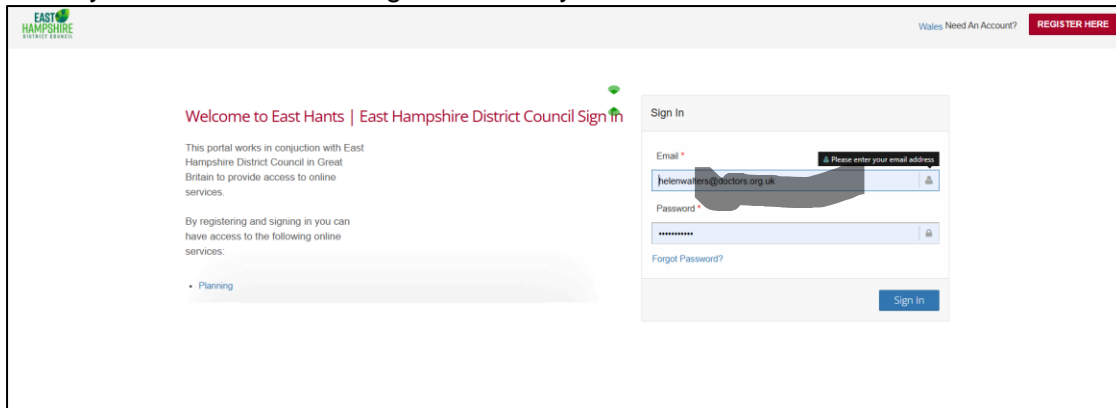When you do this your screen should look like this.

You need to complete this form and hit the blue "Register" button (bottom of form).

You will be sent an email (screenshot below). You need to click on the "Verify my Account" link.

Council Direct Registration Successful

Helen Walters

Thank you!

You have successfully registered for your Council Direct account.

You can log into your Council Direct account at any time by entering your email address and password.

Before you can submit anything you will need to verify your account. You can do this by clicking on the link below.

Verify My Account
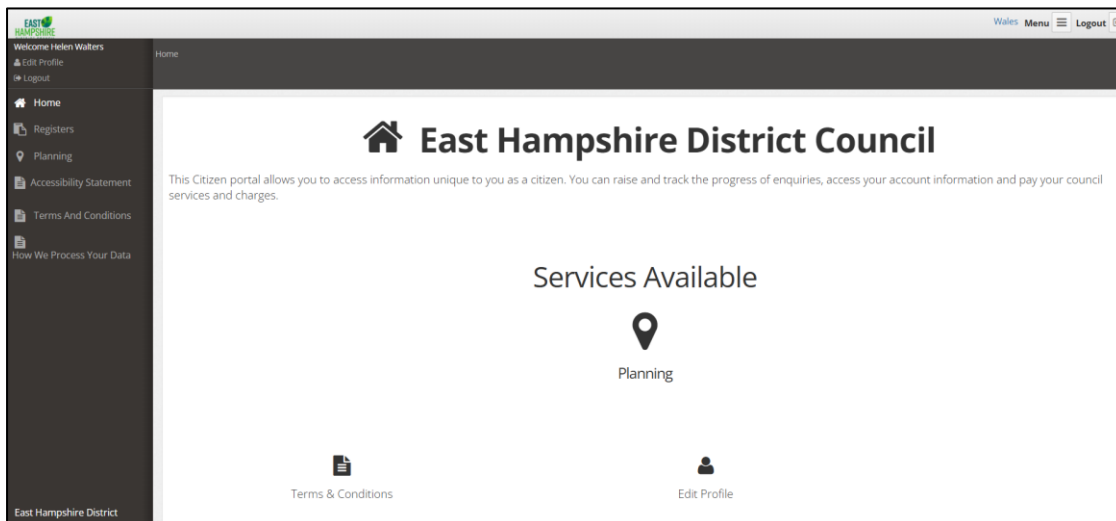
Once you have verified your email address you can use the red "Sign In" button (top right hand corner) to sign in.
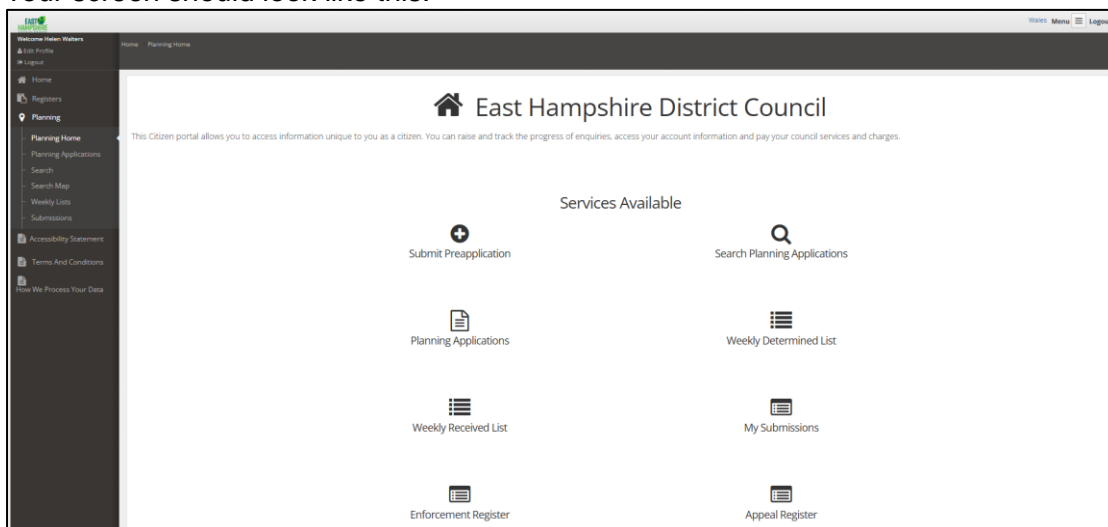
When you click on the red "Sign In" button your screen should look like this:

Once you sign in your screen should look like this:

Click on the word "Planning" in the centre of the screen.
Your screen should look like this:

To look at planning application click on "Search Planning Applications".

Your screen should now look like this:

To find all planning applications in Holybourne put the word "Holybourne" into the box containing the word "address" - rung in red below – and hit the green "Search" button at the bottom of the page.
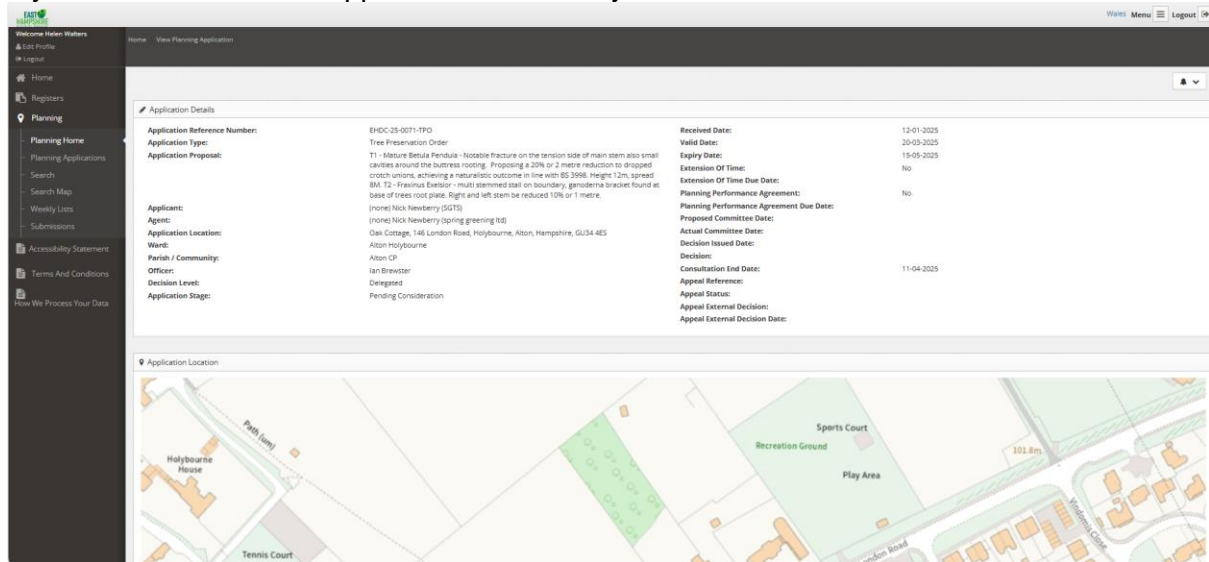

You should now be able to scroll down and see a list of planning applications (current and past) which looks like this:
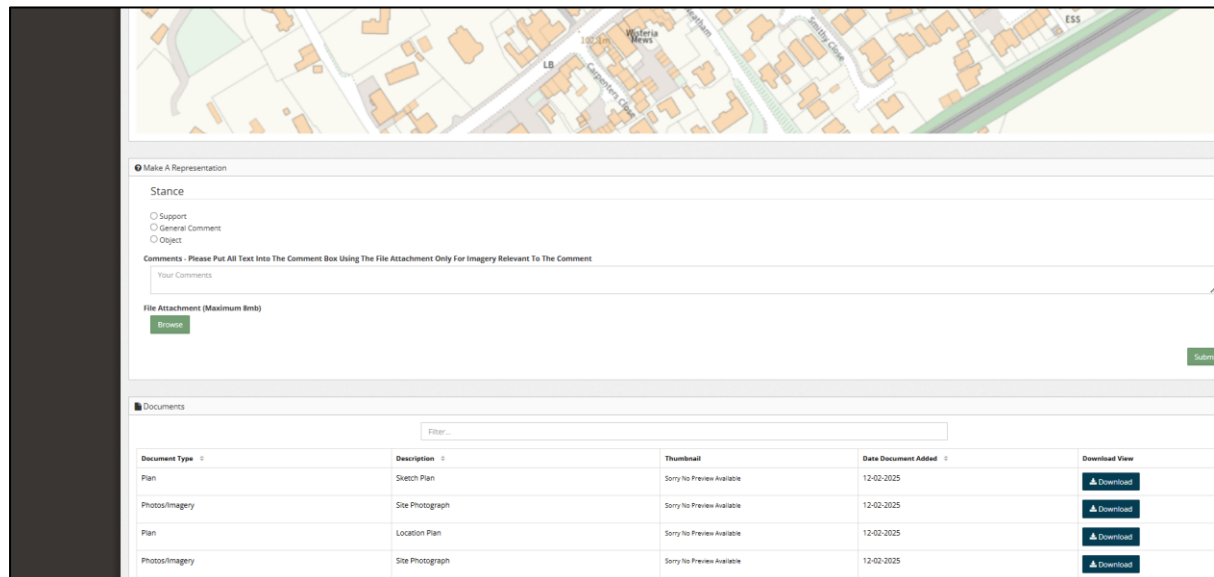
If you look at the column headed "Decision" you will see that this is blank in some cases. These are the applications where a decision is yet to be made and on which anyone can comment.

To look at the details of any planning application (past or present) click on the black button with the word "view" in it.

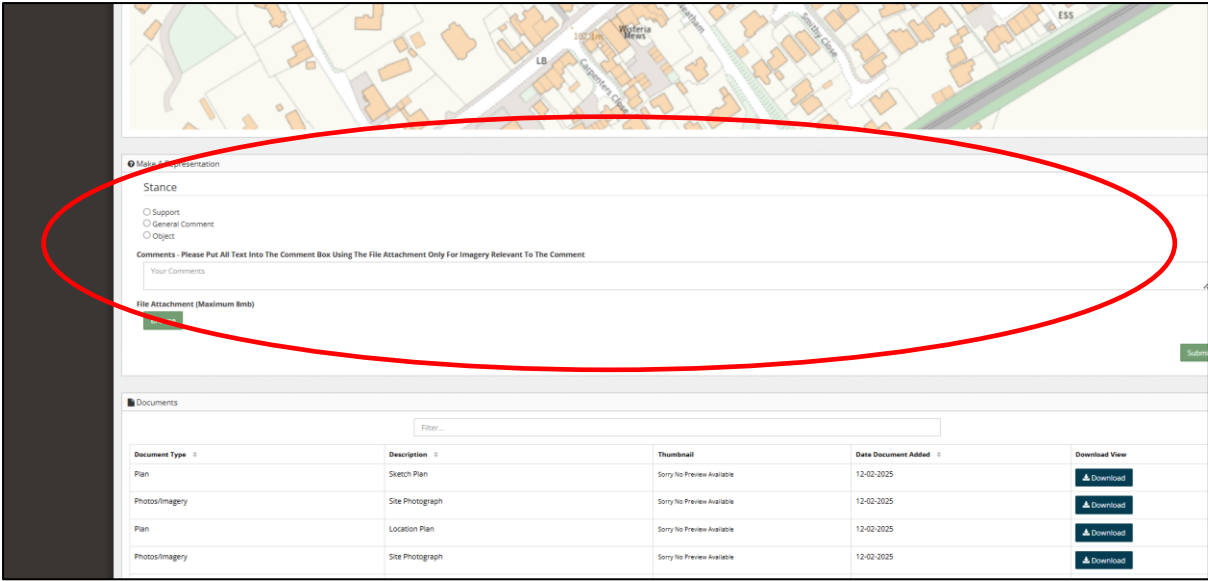If you do this for the first application on the list you will see a screen like this:

If you scroll down this page you will see something like this:

This is the page on which you can submit your comments and which you use to access all the documents linked to the application.

To submit your comments you use this section:

And to view any documents you click on the black buttons with the word "Download" written on them.